

STAT

July 31, 1986

MEMORANDUM FOR: Director of Training and Education

FROM:

Instructor, CTB/SACTD/OTE

SUBJECT: Request for Leave Without Pay

1. I am currently in the process of gathering the information necessary to apply for medical disability. The process takes much longer than I had anticipated (12 weeks to secure my leave records, for instance). Therefore, I will be unable to submit my forms until September 1986.

2. As a direct result of my disability, I have depleted my sick leave and have had to use 221 hours of annual leave this year, leaving me a balance of only 117 hours of leave. Based on the pattern of leave that I have had to use over this past year, the 117 hours will be used by 31 August 1986.

3. Retirement Branch has advised me that it takes several months to process a medical disability request. I therefore respectfully request six months of leave without pay beginning 1 September 1986. If I am granted leave without pay, I will be able to continue my health insurance coverage, which greatly helps to defray the considerable medical costs attendant to my disability.

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01 AUG 1986

APPROVED:

Director of Training  
and Education

Date

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DISAPPROVED:

Director of Training  
and Education

Date

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